

INVENTORY OF HAZARDOUS SUBSTANCES

Establishment..... Location

Name of Hazardous Product or Substance	Name and Address of Supplier/Manufacturer (if there is one otherwise state source of substance)	Hazard Category e.g. toxic/harmful	Elimination/substitution possible?	Assessment necessary? Yes/No

Signed Position Date

HAZARDOUS CHEMICALS FOR DISPOSAL

Name of Workplace/Establishment:

Address of Workplace/Establishment:

Telephone Number:

Contact Name:

Name of Substance	Condition of Container	Amount	Location

Signed Date

EXAMPLE LETTER – REQUEST FOR DATA SHEET

R P Adam Ltd
Riverside Road
Selkirk
TD7 5DU

Dear Sir

Health and Safety at Work Act 1974
Chemicals (Hazard Information and Packaging for Supply) Regulations 2002

Would you please forward to me a manufacturer's/supplier's material safety data sheet for the following substances as required by the above legislation.

Freshaloo

Clean Easy

Yours sincerely

UNDERSTANDING THE SYPOL ASSESSMENTS

Hazard - Refers to any inherent hazard associated with the material.

Some substances have been given a LOW HAZARD symbol. These substances, eg concentrated washing up liquid should be used according to the manufacturer's instructions.

Method/Area/Exposure Time and Activity Comments – shows the particular activity involving the hazardous substance covered by the assessment and the amount of time the activity is carried out per day.

Control Measures - Gives in pictographic form details of control measures and safe working procedures for the activity concerned.

Health - Contains further information about the specific risks to health associated with the substance together with information about legal exposure limits if applicable. These limits have been taken into account in producing the risk assessment.

Spillage - Provides details of how to clean up and safely dispose of spillage.

First Aid - Gives details of the appropriate first aid measures to be taken in the event of an accident. First aid boxes and eye washing facilities should be available at convenient points wherever hazardous substances are in use.

Fire - Provides information regarding any additional hazards the substance may present if fire breaks out. For example, the appropriate fire extinguishers to use and any other protective measures which may be needed by the Fire and Rescue Service.

Considerations - indicate where other safety requirements should be considered. In general these headings refer to action to be taken by managers rather than the staff directly concerned. Considerations may include the need for:

- health surveillance
- maintenance, testing and examination of control measures
- monitoring of exposure levels
- training.

**CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002
ASSESSMENT OF ACTIVITY INVOLVING HAZARDOUS SUBSTANCES**

Service Area:	Section:
Work Activity:	
* Hazardous Substances Involved: (give OES/MEL/risk phrases for each, if applicable)	
Duration/frequency of exposure:	Employees at risk: (including any at special risk)
Control measures in use (ventilation, personal protection)	
Environmental Monitoring Necessary: Yes / No Details:	Health Surveillance Required: Yes / No Details:
Assessment of Exposure:	
Training/instruction given to those at risk: Yes / No Details:	
Further Action Required: Yes / No Details:	
Reassessment due:	
Signed:	Date:

* Attach hazard data sheets